

CITY OF LOMA LINDA



Fire Chief

REVISED: 01.2019

DEFINITION

The Fire Chief performs a variety of technical, administrative and supervisory work in planning, organizing, directing and implementing fire prevention/suppression, public safety, parking enforcement activities, Emergency/Medical services management to prevent or minimize the loss of life and property by fire and emergency medical conditions. The Fire Chief implements policies and establishes procedures related to public safety functions; develops and administers the department budget; establishes and maintains liaison to the public; coordinates staffing of resources with neighboring jurisdictions and may act in the capacity of Director of Emergency Services and perform related duties as assigned.

CLASSIFICATION

Exempt classification; Reports to City Manager

CLASS CHARACTERISTICS

The Fire Chief exercises supervision over the City's Fire Department: All Fire Department employees, Fire Prevention, Parking Enforcement, Safety, and Emergency Response Personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Develops and implements public safety policies, rules, and regulations pertaining to fire suppression, fire prevention, emergency services, and related public safety services and departments; ensures that policies are administered equitably.
2. Plans, directs, and coordinates the City's public safety personnel engaged in prevention and suppressing fires, saving lives and property, in the enforcement of fire ordinances, laws, and codes, and other public safety activities; directs firefighting operations during major alarms; plans, directs, and coordinates civil defense and disaster preparedness programs and activities; ensures that public safety activities are conducted in accordance with related ordinances, laws, codes, department policy, rules and procedures.
3. Prepares and administers the budget for the Fire department; directs the implementation of the departments' budgets; plans for and reviews specifications for new or replaced equipment; controls the expenditure of department appropriations.
4. Assigns personnel and equipment to such duties and uses as the service requires. Evaluates the need for and recommends the purchase of new equipment and supplies.

5. Selects Fire department employees; plans and organizes work; develops and establishes work methods and standards
6. Supervises the operation of departmental in-service training activities; directs/conducts staff training and development; reviews and evaluates employee performance.
7. Executes disciplinary action; handles grievances, maintains departmental discipline, conduct and general behavior of assigned personnel. Adequately relays pertinent information to appropriate departments as required.
8. Attends conferences and meetings to keep abreast of current trends, practices, policies and issues in the field.
9. Conducts or directs the conduct of studies, preparation and presentation of reports, regarding public safety and related activities of the Fire department.
10. Advises/ Assists the City Manager, City Council, and other City personnel, and the public regarding public safety related issues. Meets with Elected or Appointed Officials, other Fire/EMS officials, community and business representatives, and the public on all aspects of the department's activities as required.
11. Represents the City, or delegates such authority, in relations with the community, advisory committees, local, state, and federal agencies, other public safety departments, and professional organizations.
12. Responds to calls when off duty. Responds to alarms and may direct activities at the scene of major emergencies, as required. Performs the duties of command personnel as needed to fulfill obligations during duty days/weeks.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Modern Municipal Fire Department Administration and Organizational Management
- Working knowledge of Public Safety Services provided in the areas of Animal Control, Traffic and Parking Control
- Fire Prevention Operating Principles
- Principles and Practices of Supervision, Diversity and Inclusion
- Methods, techniques, and equipment used in modern firefighting; laws affecting fire prevention
- Contract Management
- Public Financial Management
- Public Relations
- Ethical Conduct

Skills to:

- Maintain composure in stressful situations
- Plan Strategically
- Problem Solve
- Prepare department budget
- Conduct Analysis and produce reports as needed

- Deal constructively with conflict and implement effective solutions

Ability to:

- Communicate effectively and proficiently with Diplomacy and Tact; Serving as a Public Information Officer for the Fire Department
- Exercise supervision over all fire department personnel
- Plan, organize, and coordinate department activities
- Review and Recap department performance
- Encourage a positive work environment and department culture
- Ability to; assume command at emergencies and provide leadership
- Prepare and present reports; communicate effectively, both orally and in writing
- Establish and maintain cooperative working relationships

MINIMUM QUALIFICATIONS GUIDELINES

- Possession of or ability to obtain an appropriate California driver's license, and a satisfactory driving record
- The incumbent must pass a physical examination at the time of appointment
- Eligible for membership in the Public Employees' Retirement System (PERS) as a safety member
- Possession of or ability to obtain certification as a Fire Chief in the State of California
- Possession of or ability to obtain and maintain emergency medical technician or higher medical certification and a CPR Certification
- Graduation from accredited college or University with a bachelor's degree in Fire Sciences, Public Administration or a closely related field.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations
- Seven (7) years progressively responsible full time fire service command experience including four (4) years at the Battalion Chief rank or higher required
- Thorough knowledge of modern Fire suppression and prevention and emergency medical service principles, procedures, techniques and equipment

PREFERRED EDUCATION and EXPERIENCE

- Graduation from National Fire Academy Executives Fire Officer Program (EFO) is highly desirable
- Masters degree in Fire Sciences, Public Administration or closely related field is preferred
- Experience working with the public and media

SPECIAL REQUIREMENTS

Essential functions and duties require the following physical abilities and work environment

- Incumbents must refrain from smoking tobacco either on or off duty
- This Job operates in a professional office environment. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. The individual may be exposed to blood or other potentially infectious materials during the course of duties.
- While performing the duties of this job, the employee is frequently required to sit; talk; hear; stand; walk; use hands and fingers to feel, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, and

crouch. The employee must frequently lift or move up to 10 pounds and occasionally lift or move up to 130 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Work may expose incumbents to toxic or otherwise irritating substances and/or chemicals; incumbents must be able to perform heavy manual labor and work outdoors in varying weather conditions.
- Travel is primarily local during the business day, although some out-of-area travel and overnight may be expected.

OTHER DUTIES

Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management. Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____